

## SUPERINTENDENT OF DOCUMENTS POLICY STATEMENT

EFFECTIVE DATE: 07/22/02

*SUPERSEDES*

No.:

Dated:

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**Subject: Agency Request to Withdraw Information Products from Superintendent of Documents Programs**

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Policy.

The Superintendent of Documents (SOD) shall comply with official agency notifications to withdraw publications from the Superintendent of Documents Programs. The SOD will determine, in consultation with the publishing agency, the most appropriate course of action. This action may include:

- destruction of stock
  - return of stock to GPO or publishing agency
  - temporarily holding stock pending official decision
  - removal of online access
- a. Only the publishing agency shall determine that an information product should be withdrawn from any of the Superintendent of Documents' (SOD) dissemination programs. A withdrawal may occur when an agency identifies a problems such as:
- printing error
  - content error
  - classified material
  - administrative or official-use only material
- b. The publishing agency is responsible for notifying the Government Printing Office (GPO) when an information product is to be withdrawn from any SOD program. An official agency notification must be in written format, requires the signature of an authorizing official, and must include the following information:
- detailed bibliographic information that identifies the item
  - order information assigned to jobs procured through GPO
  - reason for the action
  - description of the action to be taken
  - desired effective date for the action

**Note:** If the publishing agency suspects a potential problem, but does not yet have a final decision regarding withdrawal, it may require that a product “be held” for a limited period of time until a final official determination is made.

- c. Any SOD office that receives an official request to withdraw an information product must notify all SOD Program Directors and the SOD, who will then notify the Public Printer and the Office of Congressional and Public Affairs.
- d. Written authorization from the Superintendent of Documents is required prior to removal of an item from any SOD program.

#### Scope.

This policy pertains to all U.S. Government information products subject to the jurisdiction of the Superintendent of Documents. Sales items that have been delivered to customers are excluded from this policy.

#### Application.

This policy applies to all appropriate elements of the Superintendent of Documents, as detailed in the referenced Office Procedure. The Superintendent of Documents must authorize any exceptions to this policy.

#### Reference.

##### Policies:

**SOD 30** Freezing of Sales Publication and Subscription Items.

**SOD 38** Excess, Obsolete, Damaged, and Destroyed Publications and Subscriptions

##### Procedures:

**SOD 72.1** Sales Program

**SOD 72.2** Federal Depository Library Program

**SOD 72.3** Cataloging and Indexing Program

**SOD 72.4** International Exchange Service

**SOD 72.5** FDLP Electronic Collection

**SOD 72.6** GPO Access

**SOD 72.7** By-Law Distribution Program

**SOD 72.8** Agency Distribution Services (Reimbursable) Program

##### Others:

44 U.S.C. Chapter 17 and Chapter 19, 1994 ed.

The Government Printing Office Electronic Information Access Enhancement Act of 1993, Pub. L. No. 103-40, 107 Stat. 112.

U.S. Government Printing Office. Library Programs Service.

*Instructions to Depository Libraries*. Chapter 4, pg. 20.

U.S. Government Printing Office. Library Programs Service. *Managing the FDL P Electronic Collection: A Policy and Planning Document*. Washington: Government Printing Office, 1998.

U.S. House. *Making Appropriations for the Legislative Branch for the Fiscal Year Ending September 30, 2001, and for Other Purposes*. Conference Report (H. Rpt. 106-796). Washington: Government Printing Office, 2000.

Approved \_\_\_\_\_  
Superintendent of Documents